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Report for Week Ending 5 March 1958
from
Forms Management Branch

1. Contributions

a. Tangible

(1) Completed 29 actions requiring the printing of 213,380 copies or sets of blank forms. This represents a decrease of 9 actions and 197,295 copies compared to the last week.

(2) Eleven new and three revised forms were approved.

(3) Six forms were made obsolete.

2. Assignments - Active

a. Nineteen new and seven revised forms are pending.

b. Eight Employee Suggestions are pending.

c. Printing Service Division survey is continuing with the design of two new forms. This brings the total of controlled forms for PSD to 22.

d. Revision of Form 540, Travel Order (Project No. 860)

(1) Conferred initially with Chief and Deputy Chief, Central Processing Branch to disucss general aspects of the project.

(2) Then met with Section Chiefs of CPB and reviewed specific procedures within CPB that relate to Form 540. These are some differences of opinion between CPB and Finance Division relative to the most practical manner of handling some aspects of travel.

(3) There are a number of internal forms used in CPB of the "check list" type ~~variety~~ which might well be consolidated.

(4) Some suggestions for amendment in the form have been obtained from CPB personnel.

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25X1A9a 25X1A9a

(5) Met with Mr. [redacted], Technical Accounting Staff and Mr. [redacted], Program Analysis Staff, Office of the Comptroller to discuss statistical data they prepare on the basis of copies of travel orders received.

25X1A9a [redacted] remarked that the draft Travel Order - Regulation has been sent to the DD/S for coordination.

(6) Continuing meetings with components concerned to gather more specific data.

e. Project for Contract Division, OL is continuing on schedule.

25X1A5a1 [redacted] are going to return 11 composed forms to us this week for proof reading. Six forms will be

25X1A6a sent to [redacted] this week. These forms will be the backs for the 11 forms above.

3. Assignments - Inactive

a. All supply, T&A, and PSD reporting forms are still held up pending surveys by TAS/Comptroller and Supply Branch/PSD. Projected date for action is 1 April 1958.

4. News

25X1A9a a. [redacted] received a 3 hour familiarization briefing on machine methods from [redacted] of Machine Services 25X1A9a Staff.

25X1A9a [redacted]

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